



JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
PO BOX 8111
MADISON, WI 53708-8111

JOB OPPORTUNITY Number 06-200

WISCONSIN ARMY NATIONAL GUARD

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE

OPENING DATE: 26 September 2006	CLOSING DATE: 10 October 2006
POSITION: Guidance Counselor, Position Description Control Number R8596000, GS-1740-9/7	LOCATION: JFHQ, G1-ED, Madison, WI
SALARY RANGE: GS-9, \$42,955 to \$55,846 annually GS-7, \$35,116 to \$45,648 annually	TYPE OF APPOINTMENT: Excepted – Indefinite Limited Term NTE 1 year

Also on our web site at: <http://dma.wi.gov/tech.asp>
Relocation expenses are not authorized.

***** ELIGIBILITY/NOTES *****

MILITARY MEMBERSHIP REQUIREMENTS: This position is only open to a Commissioned Officer or Warrant Officer or enlisted person or person eligible for commission/appointment/enlistment in the Wisconsin Army National Guard. Veteran's preference does not apply to positions in this agency. **Military Grade:** The maximum grade available is O-2 for Officers, or CW2 for Warrant Officers and for enlisted is E-7. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatible MOSs: AOC 01A or WMOS 011A. Compatibility for enlisted is immaterial.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.
- **SELECTED INDIVIDUAL MUST PASS A PREPLACEMENT PHYSICAL PRIOR TO APPOINTMENT.**

EQUAL EMPLOYMENT OPPORTUNITY: All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

***** REQUIRED QUALIFICATIONS *****

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. *Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. General Experience: Completion of a 4-year course leading to a bachelor's degree from an accredited college or university which included at least eight of the following undergraduate or graduate level courses: At least one course in Tests and Measurement, one in Teaching Methods; the remaining six courses may be in any one or combination of the following areas: Curriculum Development or Design, Adult Education, Educational Program Administration, Guidance and Counseling, Career Planning, and Occupational Information.

Alternate Requirement: Three years in one or more of the following types of experiences may be substituted for the basic requirement:

1. Performing counseling and education career planning.
2. Conducting education programs and activities to enhance military enlistment, service, and career advancement.
3. Directing or conducting education services programs and activities which may include developing and instructing classes.
4. Monitoring developments in the education community.
5. Reviewing education services and programs.

Specialized Experience: **GS-9:** Must have Twenty-four (24) months, **GS-7:** Eighteen (18) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):

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JOB OPPORTUNITY NUMBER 06-200

- Ability to relate program content to the educational and vocational needs and goals of the individual and the organization.
- Ability to establish and maintain close working relationships with a variety of resources.
- Knowledge of education theories, principles, processes and practices of secondary, adult, and/or continuing education.
- Knowledge of principles, methods and techniques of guidance.
- Knowledge of contents and scope of educational material utilized in the education services program.
- Ability to communicate ideas and thoughts orally and in writing.

Substitution of Education for Specialized Experience: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

Evaluation Method: All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

Brief Description of Duties and Responsibilities: Conducts surveys of educational needs and preferences. Obtains information concerning educational levels of military in the area to which assigned; analyzes results in the light of educational level requirements for the rank and occupational assignments of individuals. Arranges for the testing of individuals constituting the units and analyzes the results. Arranges with unit commanders to make individuals available for any on-duty and off-duty preparatory, high school, and college courses needed to raise educational levels to acceptable standards. Interviews and counsels military personnel to help them develop and achieve a valid education goal and subsequent occupation. Provides individualized interviewing and counseling to aid in the individual in career decision making. Manages Montgomery GI Bill and DANTES programs.

*** HOW TO APPLY ***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

(Incomplete applications will not be accepted)

- Announcement number and title of the position for which you are applying.
 - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
 - Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
 - WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
 - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
 - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To ensure credit for education you must include a copy of your transcript(s).
 - Applicants should include a DMA Form 181 or Standard Form 181.
 - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- * Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date, you may fax or e-mail ngwidhrfedstaffing@wi.ngb.army.mil an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HRO no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date and received no later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

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JOB OPPORTUNITY NUMBER 06-200

Federal Civil Service Benefits Available: Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}

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